



Welcome Rental Patrons

Activity Center at Bohrer Park,
Summit Hall Farm





ACTIVITY CENTER AT BOHRER PARK
AT SUMMIT HALL FARM
OFFICE: (301)258-6350 FAX: (301)948-8364
Effective January 2014
RENTAL PROGRAM
POLICIES AND PROCEDURES

The City of Gaithersburg welcomes the opportunity to serve you as a rental patron at the Activity Center. Please read these guidelines in their entirety for important information pertaining to rental use.

Hours of Operation: The Center is generally open for rental use Monday – Friday, from 6 a.m. to 10 p.m., Saturdays 8 a.m. to 10 p.m. and Sundays, 8 a.m. to 5 p.m. With prior approval, hours can be extended to midnight on Saturdays. The Center is closed for the following holidays: Thanksgiving Day, Christmas Day, New Year’s Day, Martin Luther King Jr. Day, Memorial Day, July 4th, and Labor Day.

A. POLICIES FOR RENTAL OF THE CENTER

It is the policy of the City Manager to encourage the rental of the Activity Center. The Center is available to Gaithersburg residents, nonprofit organizations, and businesses as well as nonresidents; however, higher rental fees are applicable to nonresidents and groups who do not reside within the corporate City limits. Reduced rates may apply to government agencies and schools that rent the facility on weekdays. Requests for a rental may be made by submitting a Facility Use Application five (5) months in advance of the rental date. Requests for large events may be submitted (9) months in advance with the rental of three or more rooms in the Center on a single day, two rooms for two or more consecutive days or Gym rental for two consecutive days (5 hour minimum each day).

B. FACILITY USE APPLICATIONS

All individuals or groups wishing to use the Center must complete a Facility Use Application. This is an application, not a binding contract to rent the building. Applications are available at the Activity Center or may be obtained via mail, fax, or on our website (www.gaithersburgmd.gov). PLEASE UNDERSTAND THAT YOUR REQUEST IS NOT OFFICIALLY CONFIRMED OR BOOKED UNTIL A DEPOSIT HAS BEEN ACCEPTED AND YOU RECEIVE CONFIRMATION. You must be at least 21 years of age to sign an application, and the person signing the application must be in attendance for the entire rental event. If two or more groups wish to rent the facility on the same day and time, the applications will be processed and reservations confirmed on a first-come, first-served basis.

C. MINIMUM RENTAL TIME FOR SATURDAY NIGHTS

On Saturday evenings, there is a minimum rental time of four hours applied to groups or individuals requesting rental of the Activity Rooms. This procedure applies to any rental that starts at 5 p.m. or later.

D. HOW FEES ARE DETERMINED

To obtain a resident fee, the applicant's home address must be within the corporate limits of the City of Gaithersburg, or the address of an organization or business must be within the corporate limits. Organizations may not use the address of a member who is a City resident. A driver's license or company stationery will be required as verification of residence. For all other events, the person hosting the event must complete the application and their address is used to determine the appropriate fee. If you are a nonprofit organization, a tax exemption certificate is necessary.

E. USER'S RESPONSIBILITIES

Rental patrons are required to:

- Set up tables, chairs and other equipment within requested rental time. At the time indicated on your permit, a Center staff person will bring the requested number of tables, chairs and other equipment into the room for rental customers to set up. Center staff may do set up and take down of tables and chairs for an additional fee with at least two weeks notice. A floor plan must be turned in one week prior to event, or the table/chair set up will be at the discretion of Facility staff.
- Anticipate the amount of time necessary for set-up and take-down and include this time in the rental request.
- Arrive and depart at the times specified on the rental permit. Leave their rented room(s) in the same condition in which it was found.
- Make arrangements for delivery of special items such as catering equipment as follows. Delivery of catering items and other assorted items such as rented equipment on any day and time other than those specified in the Facility Use Application is not permitted without prior written approval. Similarly, pickup of rental items or other equipment must be done within the time of the Facility Use Application unless prior written approval is agreed upon (Facility staff are not responsible for set up or take down of rental equipment).
- Clean up is **ALWAYS** the responsibility of the rental patron. At the conclusion of the event, clean off tables and chairs, i.e., remove all food products, paper products, etc. Trash must also be bagged and left in the room. The Center will provide trash cans and bags. Stack tables and chairs on racks and carts provided by the Center.
- Abide by the information in the rental packet that identifies maximum number of persons per room.
- Confine rental event to the room that is identified on the facility permit. Use of the lobby is for all center patrons as needed for entrance and exit, and to access restrooms and the front desk. Lobby and hallway space is not included in a rental permit unless specifically identified.
- Obtain "proof of insurance" from any/all entertainment or catering vendors and submit copy to Activity Center staff before the date of the event. Suggested minimum liability coverage is one million dollars.
- Accept responsibility for all persons associated with function. If you are hosting an event that is open to the general public, you are still responsible for any/all damages or problems associated with your guests.

Failure to adhere to any or all of the above policies may result in the rental group being asked to leave the facility, forfeiture of deposit and loss of future renting privileges.

F. REVOKING OF APPLICATIONS, CANCELLATION OF EVENT AND REFUSAL OF FUTURE RENTAL

The City of Gaithersburg reserves the right to revoke a user's application and/or refuse rental for any or all of the following:

1. Failure to pay rental fee when due.
2. Rental patrons are not conducting an event in an orderly manner.
3. Damage is done to the Activity Center.
4. The rental patrons do not adhere to users' responsibilities.
5. If the City feels that a group's event is detrimental to the well being of the Center staff or patrons.
6. The City reserves the right to cancel or postpone an event at any time due to unforeseen circumstances.

G. RESERVATION/SECURITY DEPOSIT

In order to reserve a room, a deposit must accompany a completed Facility Use Application. The amount of the deposit will be 25% of the rental fees, or \$100, whichever is greater. Large social events or teen parties may require a higher security deposit. Deposits may be by personal check, money order, cash, certified check or credit card (VISA/MC/DISCOVER) payment. **Note: Money received for Security Deposit is not applied to rental fees. Security Deposit payments will be processed (i.e. checks will be cashed and credit cards will be charged).** Deposits may be forfeited if a group goes past their scheduled time, if they exceed closing hours, or if policies and procedures are not followed. Damages to the Center, insufficient clean-up and early arrival costs will be subtracted from the security deposit. If damage or overages in time are determined to be more than the security deposit, the rental patron will be billed. The City of Gaithersburg reserves the right to charge a higher deposit for special rental situations.

H. PAYMENTS

Rental fees are due no later than the first day of the previous month before scheduled event. For example, if your event is May 13, rental fees are due no later than April 1. See Section R for exceptions associated with Large Events. A \$35 collection fee will be assessed for any check returned by the bank. If your fees remain unpaid after 30 days notice, you may be prosecuted in District Court under the Maryland Criminal Code, Article 27, Section 140-144.

I. SECURITY DEPOSIT REFUNDS

Please allow thirty (30) days following the date of the event for return of a security deposit.

J. CANCELLATIONS

Cancellation notices must be submitted in writing and all are subject to a \$10 processing fee. If rental is cancelled less than 30 days before the event, security deposit will be forfeited. If rental is cancelled less than 14 days prior to event, rental payments are forfeited. See Section S for exceptions associated with Large Events.

K. ALCOHOLIC BEVERAGES

No alcoholic beverages are allowed by rental groups at the Activity Center.

L. SMOKING

In accordance with City of Gaithersburg Ordinance No. 0-13-90, no smoking will be allowed in the Activity Center.

M. CHAPERONES / SECURITY

Any group that has the majority of patrons under the age of 21 is required to provide chaperones at the ratio of one adult per 10 underage participants. Chaperones are responsible for making sure that once attendees arrive at the event, they may not leave the event and then re-enter. Furthermore, an event with a majority of patrons under the age of 21 may be required to pay for additional staff person(s). For large teen events, security personnel may be required (security personnel may be officers with police powers and local jurisdiction or licensed and bonded security guards). It is recommended that the responsible party provide a guest list for teen events.

N. CHARGING FOR ADMISSION

Charging admission fees for rental events is prohibited unless prior written approval is granted.

O. DECORATIONS AND CARE OF EQUIPMENT

No thumbtacks, tape, candles, fog machines or non-fire proof decorations are allowed. This includes live or cut holiday trees. Special equipment requirements should be approved in writing prior to the rental event. Tampering with the thermostats or light fixtures, or any other Center equipment or furnishings is prohibited. (The throwing of rice, birdseed or confetti is strictly prohibited at the Center or in the park.) If you need floor tape for designated events in the gym, please request this on the facility permit and special tape will be provided. If large quantities are needed, a nominal fee for tape will be charged. No other tape should be used on the gym floor.

P. CHARGES FOR DAMAGES

Rooms will be inspected by Center staff before and after use. The rental patron shall sign and verify the inspection sheet and be responsible for any damages or problems noted on the inspection sheet. The City of Gaithersburg has the authority to withhold part or all of the security deposit for damage by the user or failure to adhere to the user's responsibilities. If charges exceed the amount of the security deposit, rental patron will be billed and payment will be due within two weeks.

Q. FOOD AND BEVERAGES

Food and beverages are permitted in all rooms. The Center does not have any refrigeration or warming facilities for rental patrons. Caterers are permitted. Please remember, that clean up associated with food and beverages is the responsibility of the rental patron. No food sales or distribution of food at a public event is permitted without prior written approval, and if approved, requires a Montgomery County Health Department permit. Grilling of food is prohibited in the Center, on the patios and in the parking lots.

R. MUSIC, SIGNAGE AND MISCELLANEOUS

Music by disc jockeys is permitted but must be included on the Facility Use Application as part of the event description. No live bands are allowed. Volume of music must be kept at a level that will not interfere with other patrons of the Center and must be family-friendly. If room or gym is rented for a minimum of five hours (for social events only), the rental patron may be afforded the opportunity to utilize said space for a one-hour dance rehearsal at no additional charge. The one-hour rehearsal must be held before the date of event and is contingent upon availability. The Center will provide a sign identifying rental patrons for each room in the facility. Additional signage may be displayed by rental patrons providing that such signage does not interfere with other uses at the Center. (Signage outside the center including the parking area is permitted in accordance with City regulations and permit requirements.) All signage must be removed at the

conclusion of the event. Patrons may not store equipment or supplies at the Center before or after event without prior authorization. Weapons are strictly prohibited at the Activity Center and on park grounds.

S. LARGE EVENTS

A large event is defined as any rental with an expected attendance of 300 or more people **OR** any rental event with the following criteria: 1) the rental of three or more rooms in the Center on a single day 2) the rental of two rooms for two or more consecutive days 3) the rental of a gym for two consecutive days (5 hour minimum each day). Large rental events have special requirements. Specific details of the event must be submitted in writing with Facility Use Application. Rental payments are due 60 days prior to the event and rental fees as well as security deposits are forfeited if the event is cancelled less than 60 days prior to the event. Large group fees may be charged to cover additional expenses (i.e. extra staff, supplies, custodial costs, etc.). The City also reserves the right to require large groups to provide parking attendants and/or security personnel for their event (security personnel are defined as individuals who are licensed and bonded). Other requirements may be necessary for large events and such requirements will be set forth in writing by the City prior to the approval of the Facility Application.

T. ANIMALS

No animals are allowed in the Center without prior written approval (except any service animal used by a person with a disability).

U. EQUIPMENT AVAILABILITY

The Center can provide the following equipment to rental patrons on a reservation basis providing the equipment is not being used for another event. For equipment that requires payment, such payment is due with the rental fee at least 30 days prior to the rental event.

<u>Quantity</u>	<u>Item</u>	<u>Fee per item</u>
45	48" round tables (seating for 5-6)	no charge (nc)
45	72" rectangular tables (seating for 6)	nc
450	Chairs	nc
2	Podiums	nc
4	Volleyball equipment sets	nc
4	Portable Baskets	nc
	Wi-Fi access	nc
1	Portable PA, suitable for meetings in Activity Rooms and/or meetings in gyms (up to 200 people)*	\$50 / day
1	TV / DVD	\$40 / day
4	Easels with pads	\$10 / day
4	Stage platforms (3'x 8', 8" high)	\$30 / day
1	Projector	\$50 /day

*If your meeting or event will require a public address system, and your expected attendance is greater than 200, you are responsible for supplying an adequate sound system.

Activity Center Rental Rates Activity Rooms

Effective January 1, 2014

Rates are per hour, per room

	Monday-Friday Before 3pm	Monday-Friday After 3pm	Saturday- Sunday Before 3pm	Saturday- Sunday After 3pm
Individual Non-profit Resident*	\$40	\$43	\$45	\$50
Individual Non-profit Non resident	\$60	\$65	\$67	\$75
Business/ Commercial Resident*	\$58	\$60	\$63	\$68
Business/ Commercial Non resident	\$85	\$90	\$95	\$102

*Resident rates apply to a person, organization, or a business,
which is located within the **corporate** limits of the City of Gaithersburg.

CAPACITY OF EACH ACTIVITY ROOM (1,020 square feet)

Chair seating: 75
Table Seating: 60

Activity Center Rental Rates / Gymnasiums

Social Event, Show or Sale, Cultural Event, or Meetings

Effective January 1, 2014

Rates are per hour, per gym

	Monday-Friday Before 3pm	Monday-Friday After 3pm	Saturday-Sunday All Day
Resident*	\$75	\$110	\$110
Non resident	\$110	\$160	\$160

Activity Center Rental Rates / Gymnasiums

Athletic Events

Effective January 1, 2014

Rates are per hour, per gym

	Monday-Friday Before 3pm	Monday-Friday After 3pm	Saturday-Sunday All Day
Individual Non-profit Resident*	\$40	\$63	\$63
Individual Non-profit Non resident	\$60	\$95	\$95
Business/ Commercial Resident*	\$75	\$95	\$95
Business/ Commercial Non resident	\$110	\$140	\$140

*Resident rates apply to a person, organization, or a business, which is located within the **corporate** limits of the City of Gaithersburg.

CAPACITY OF EACH GYMNASIUM (7,750 square feet)

Chair seating:	500
Chairs & Bleachers:	650
Bleachers only:	250
Table Seating:	400



Activity Center at Bohrer Park, Summit Hall Farm
506 S. Frederick Ave., Gaithersburg, MD 20877
Phone: 301-258-6350 • Fax: 301-948-8364

FACILITY USE APPLICATION

Program or Event Name: _____ Number of Attendees Expected: _____

Description of Event: _____

Date(s): _____ Time: _____

Please be sure to include necessary time for set up and clean up.

Applicant's Name: _____

Organization: _____

Address: _____ City/St/Zip: _____

Home Phone: _____ Cell Phone: _____ ☐ City Resident

Work Phone: _____ Email: _____ ☐ Non-Resident

Space Requested: Check one or more as appropriate

- ☐ One full gym
- ☐ Double gym
- ☐ Lobby (available only to groups renting entire center)
- ☐ Activity Room A (closest to side terrace)
- ☐ Activity Room B (middle room)
- ☐ Activity Room C (closest to lobby)

Equipment required:

- ☐ 48" round tables; how many _____
- ☐ 6 ft. rectangular tables; how many _____
- ☐ Chairs; how many _____
- ☐ Bleachers open
- ☐ Other; please be specific: _____

Please identify any other information that will be helpful to Center staff: _____

Applicant/organization accepts responsibility to abide by all procedures outlined in the "Rental Program" document and understands penalties associated with not abiding by these stipulations. In addition, applicant agrees that by signing this application, the City of Gaithersburg is authorized to charge applicants' credit card and/or process checks and cash for specified fees.

The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Activity Center at Bohrer Park, Summit Hall Farm.

All cancellations are subject to a minimum \$10 processing fee.

Date of this request: _____ Signature of Applicant: _____

FOR CENTER STAFF USE ONLY:

Date Rec'd _____ By: _____

Driver's License # _____

Rate Per Hour \$ _____ x No. of Hours _____ = \$ _____ Total Rental Fee

Equipment Fee \$ _____ \$ _____ Total Equipment Fee

Security Deposit: Amount \$ _____ Date Rec'd _____ ☐ Cash ☐ Check # _____

VISA/Mastercard/Discover #: _____ Exp. Date ____/____/____

Cardholder name (please print): _____

Deposit Received by: _____

Fee Paid: Amount \$ _____ Date Paid: _____ Rec'd by: _____ ☐ Cash ☐ Check # _____

VISA/Mastercard/Discover #: _____ Exp. Date ____/____/____

Cardholder name (please print): _____

Activity Center at Bohrer Park
INSPECTION SHEET

EVENT NAME: _____

ROOM (S) RENTED: _____ **DATE:** _____ **TIME:** _____

CHECKLIST OF ITEMS DISCUSSED WITH FUNCTION COORDINATOR PRIOR TO EVENT:

Area of Concern -- Policy / Procedure	Discussion with Patron Name / Date	Staff Initials
1. Music must be kept at a reasonable level (No LIVE bands)		
2. Chaperones for youth or teen events 1 adult for every 10 underage attendees (under 21)		
3. No alcohol beverages		
4. Must remain in designated area / room – No loitering in parking lots or lobby		
5. Read policies and signed rental agreement		
6. Guest list – Suggest and discuss for teen parties		
7. Set-up and clean up time is included in rental time		
8. Lights cannot be dimmed in Gym #2. Emergency lights must remain on in Activity Rooms		
9. Met with rental patron to discuss policies Name of individual responsible for event – must be present		
10. No kitchen facilities – however, you may have food and /or catering		

NUMBER OF ATTENDEES: _____

RESPONSIBLE PARTY
(Signature)

STAFF PERSON
(Signature)
